

## **Referral Process for NE Game and Parks:**

1. VR staff will assist the client in identifying the client's interest in the area they would like to work at a park/site.
2. The designated VR staff person by team (see NE VR Contacts by NE Game and Parks Region document) for the site will contact the park's superintendent or assistant superintendent and discuss the client's name, interest, as well as any additional relevant information. The VR staff will also discuss the opportunity the client needs (volunteering, OJE, OJT, part-time, and/or full-time employment). A state application does not need to be completed if a client is applying for a volunteer or OJE experience. An application is only completed if the client wants part-time or full-time employment. VR and Game and Parks staff will decide upon next steps.
3. The VR designated staff person will also email Angie ([angela.janda-craig@nebraska.gov](mailto:angela.janda-craig@nebraska.gov)) with the client's name, interest and explain they have discussed the opportunity with the park's superintendent. Angie would like to be kept in the loop by staff sending an email explaining you are with NE VR, you have discussed with a particular superintendent the VR client's needs and explain how you are moving forward with the client at a particular site. I would like you to also Cc me in the email ([janet.drudik@nebraska.gov](mailto:janet.drudik@nebraska.gov)) so I have a better understanding of the referrals being made to NE Game and Parks.

Angie would like to be notified if you have attempted to contact park superintendents and they have not responded to your calls and emails. She would then follow-up with them. Please remember many superintendents will be working weekends and taking two days off during the week so if they do not respond immediately it may be their day off. The document for the State Historical Parks include email addresses for each park or superintendent. Their email addresses all end with @[nebraska.gov](http://nebraska.gov). The email addresses on the document include the first portion of the address (ex: ngpc.buffalo.bill; diane.burress; ngpc.fort.hartsuff).